



Getting Started for Participants Quick Reference Guide

Blackboard Collaborate™ gives you the functionality you need to support a 21st century teaching and learning environment, such as two-way audio, multi-point video, interactive whiteboard, application and desktop sharing, rich media, breakout rooms, and session recording. Educators and students can engage as if they were in a traditional classroom, with as good as, or even better, outcomes.


Tips on Participating in Session

Preparation

- Find a comfortable place with no distractions.
- Before your first session visit the Blackboard Collaborate Support Center and click on "For First-Time Users: Getting Started"

- Use the Audio Setup Wizard to ensure that the audio is working correctly prior to your session.
- Take the Online Orientation or refer to the Participant Guide for information on all the features prior to your first session. This information and more is available from the On Demand Center located on our website – <http://www.blackboard.com/Platforms/Collaborate/Services/On-Demand-Learning-Center.aspx>

In-Session

- Be sure to join the session 5 – 10 minutes prior to the start.
- Set your Connection Speed to the Internet.
- Use the Audio Setup Wizard to test your microphone and speakers.
- Participate in the session by responding to polls and providing feedback to the moderator.
- Raise your hand  when you have a question or a comment.
- Use Chat to send text messages to other participants and the moderator during the session.
- Remember that running other applications on your computer can slow your connection to the session.

Participant's User Interface

The screenshot displays the Blackboard Collaborate Participant's User Interface. The interface is divided into several panels and toolbars. Labels with arrows point to the following components:

- Audio Setup Wizard:** Located in the top left corner of the interface.
- Whiteboard Tools Palette:** A vertical toolbar on the left side of the main content area.
- Whiteboard:** The large central area displaying the presentation content.
- Application Sharing:** A button in the top toolbar.
- Web Tour:** A button in the top toolbar.
- Session Information:** A button in the top right corner.
- Recording Indicator:** A button in the top right corner, next to the session information.
- Audio & Video Panel:** A panel on the left side showing a video feed of a participant named Sophia.
- Feedback, Step Away, Raise Hand, Polling Response:** A row of icons in the Participants panel.
- Participants Panel:** A panel on the left side listing participants: Sophia, Amanda (Moderator), Emma, and Dominic.
- Chat Panel:** A panel at the bottom left showing a chat log with messages from Sophia and Dominic.
- Send Chat:** A button at the bottom of the chat panel.

The main content area displays a presentation titled "Archaeology of Ancient Egypt ARCH201 – Fall Semester" by Professor Monroe at Northwest Pacific University. The presentation includes images of ancient Egyptian pyramids and the Sphinx.